

## **CARRIAGE COMPANY AND COACH PERSON LICENSE CHECKLIST**

### **CARRIAGE COMPANY:**

- \_\_\_1. SEND IN **COMPLETED APPLICATION**
- \_\_\_2. SEND IN PROOF OF INSURANCE AS REQUIRED IN 895-9
- \_\_\_3. SEND IN A COPY OF ANNUAL HEALTH EXAMINATION FOR EACH HORSE BY A VETERINARIAN OF EQUINE MEDICINE LICENSED BY THE STATE
- \_\_\_4. PROVIDE A PHOTOGRAPH OF EACH CARRIAGE TO BE REGISTERED
- \_\_\_5. PROVIDE A LIST OF PERSONS WHO WILL ACT AS A COACH PERSON THAT INCLUDES THE NAME, AGE, ADDRESS, AND BMV OPERATOR'S LICENSE NUMBER
- \_\_\_6. SIGN AND SEND IN THE ENCLOSED TERMS AND AGREEMENT  
BRING IN A \$39.00 MONEY ORDER AND \$10.00 CASH IN ORDER TO BE FINGERPRINTED BY 3:00 PM IN ORDER TO BE FINGERPRINTED..
- \_\_\_7. INCLUDE A **CHECK PAYABLE TO THE OFFICE OF FINANCE AND MANAGEMENT** FOR A FEE **TOTAL OF \$20.00.**

### **COACH PERSON**

- \_\_\_1. SEND IN **COMPLETED APPLICATION** (Application not yet available online.)
- \_\_\_2. PROVIDE TWO (2) PASSPORT SIZE PHOTOS
- \_\_\_3. IF THE COACH PERSON IS A NEW APPLICANT, BRING IN A \$39.00 MONEY ORDER AND \$10.00 CASH BY 3:00 PM IN ORDER TO BE FINGERPRINTED.
- \_\_\_4. PROVIDE PROOF OF TRAINING